

APPROVED 9/3/02

State of Texas
Records Retention Schedule

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12/18/03

Automated Facsimile of SLR-105

2. AGENCY CODE: 501

3. AGENCY: TEXAS DEPARTMENT OF HEALTH

4. Records Series
Item #

5. Agency
Item #

6. Records Series Title

7. RETENTION PERIOD
Agency Storage Total

8. Sec 9. Arch 10. Med 11. Vital

12. Remarks

___ ORIGINAL SUBMISSION
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___ REPLACEMENT PAGE
___ ADDENDUM PAGE

505 - CANCER REGISTRY DIVISION											
2578		CANCER REGISTRY DIVISION TRACKING SYSTEM (HOSPITALS)	US		US		O		E		
2583		CANCER REGISTRY DIVISION TRANSMITTAL FORM	AV		AV		O		P		FORMS CONTAIN DATA USED TO DEVELOP AND MAINTAIN THE CANCER REGISTRY TRACKING SYSTEM
2589		MORTALITY & INCIDENCE REPORTS	AV		AV		O	A	P		
2591		CANCER REGISTRY DIVISION TRACKING SYSTEM (ABSTRACTS)	AV		AV		C		E	X	ABSTRACTS ARE USED IN EPIDEMIOLOGIC STUDIES
2592		TDH ABSTRACTING STATUS SUMMARY (CANCER REGISTRY)	AV		AV		O		P		SUMMARY OF ABSTRACTS USED IN EPIDEMIOLOGICAL STUDIES
2594		CANCER REGISTRY DIVISION ACCESSION REGISTER	AV		AV		O		P		NUMERICAL LISTING OF ABSTRACTS
2595		TEXAS DEPT. OF HEALTH CONFIDENTIAL CANCER REPORTING FORM	1		1		C		P		MAINTAIN ABSTRACT 1 YEAR AND MICROFILM
2596		TEXAS DEPT. OF HEALTH CONFIDENTIAL CANCER REPORTING FORM	PM	PM	PM		C		M		98-501-231
4148		CANCER CLUSTER INVESTIGATIONS	4		4		C		P		
1.1		4147 DATA REQUESTS	2		2		O		P		
1.1.006		1720 COMPLAINT FILES	AC+2		AC+2		O		P		AC=FINAL DISPOSITION OF COMPLAINT
1.1.007		2580 ADMINISTRATIVE CORRESPONDENCE (INCLUDING REGIONAL)	3		3		O	R	O	X	IF CORRESPONDENCE CONTAINS PATIENT NAMES IT MUST BE HANDLED AS CONFIDENTIAL. PAPER & ELECTRONIC
1.1.008		2582 CORRESPONDENCE, GENERAL	1		1		O		O		PAPER, ELECTRONIC
1.1.013		4333 DESK CALENDARS/APPOINTMENT BOOKS	CE+1		CE+1		O		P		
1.1.025		2586 HANDBOOK FOR COMPLETING CONFIDENTIAL CANCER REPORTING FORM	US+3		US+3		O	R	P	X	

RETENTION CODES (Field 7)

* - All Audit Requirements Will Be Met
AC - After Closed, Terminated, Completed, Expired, Settled
AV - As Long As Administratively Valuable
CE - Calendar Year End
FE - Fiscal Year End
LA - Life of Asset
MO - Months
PM - Permanent
US - Until Superseded

MEDIUM CODES (Field 10)

P - Paper
M - Microfilm
C - Computer Print-Out
E - Electronic
O - Other (Specify in Field 12)

ARCHIVAL CODES (Field 9)

A - Transfer to State
I - Retain in Agency
R - Review by State
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SECURITY CODES (Field 8)

O - Open Record
C - Confidential

VITAL CODES (Field 11)

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1.1.040	302	SPEECHES	2		2	O	R	O			PAPER, ELECTRONIC
1.1.040	303	REPORTS AND PAPERS - CONFERENCE	2		2	O	R	O			PAPER, ELECTRONIC
1.1.057	1284	TRANSITORY INFORMATION	AC		AC	O		O			PAPER, ELECTRONIC/AC=PURPOSE OF RECORD HAS BEEN FULFILLED.
1.1.063	306	MEETING MINUTES/NOTES STAFF	1		1	O		O			PAPER, ELECTRONIC
1.1.064	180	AGENCY PERFORMANCE MEASURES DOCUMENTATION	FE+3		FE+3	O		O	X		PAPER, ELECTRONIC
1.1.069	2593	ADMINISTRATIVE REPORTS	1		1	O		O			PAPER, ELECTRONIC
1.3.001	4241	RECORD COPIES OF PUBLICATIONS	AC/US+5		AC/US+5	O		P			FOR NEW PUBLICATIONS PRINTED AT HHS PRINTING, HHS PRINTING SENDS COPIES TO STATE PUBLICATIONS CLEARINGHOUSE/TDH LIBRARY. FOR NEW PUBLICATIONS PRINTED ELSEWHERE, COPIES ARE SENT TO BUREAU OF RESOURCE MANAGEMENT (HHS PRINTING) FOR DISTRIBUTION TO CLEARINGHOUSE/LIBRARY.
1.3.002	2588	ORIGINALS OF PUBLICATION/PRINTING MATERIALS	AV		AV	O	R	O			PAPER, ELECTRONIC
2.1	3796	Y2K PROBLEM-SOLVING DOCUMENTATION	6		6	O		O			PAPER, ELECTRONIC
2.1.009	295	SYSTEM AND FILE DOCUMENTATION	AC		AC	O		P	X		
2.2.002	2613	AUTOMATED DATA SERVICES SUMMARY	FE+3		FE+3	O		C			
3.1.001	301	APPLICATIONS FOR PERMANENT EMPLOYMENT - NOT HIRED	2		2	O		P			CONTAINS SOME CONFIDENTIAL INFORMATION
3.1.006	4623	EMPLOYEE COUNSELING RECORDS	AC+3		AC+3	C		P			AC=TERMINATION OF COUNSELING
3.1.014	1283	EMPLOYMENT SELECTION NOTES	2		2	O		P	X		MAY CONTAIN SOME CONFIDENTIAL INFORMATION

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3.1.019	1286	PERFORMANCE JOURNALS	2		2	O		P			MAY CONTAIN SOME CONFIDENTIAL INFORMATION SUCH AS MEDICAL INFORMATION, SOCIAL SECURITY NUMBER, OR OTHER DATA PROTECTED BY THE PRIVACY DOCTRINE.
3.1.020	1285	PERSONNEL CORRECTIVE ACTION DOCUMENTATION/PERFORMANCE ADVISEMENT FORMS	AC+5		AC+5	O		P			MAY CONTAIN SOME CONFIDENTIAL INFORMATION. AC=TERMINATION OF CORRECTIVE ACTION
3.1.023	2618	TDH POSITION DESCRIPTIONS	US+4		US+4	O		P	X		
3.3.023	5469	REQUESTS AND AUTHORIZATIONS FOR TRAVEL; TRAVEL VOUCHERS	FE+3		FE+3	O		P			
3.4.006	2619	TIME AND ATTENDANCE RECORDS	4		4	O		O			PAPER, ELECTRONIC; 40 TAC815.106(i)
3.4.007	5254	TIME OFF AND SICK LEAVE REQUESTS (DAILY ABSENCE REPORTS AND AP-3)	FE+3		FE+3	C		O			PAPER, ELECTRONIC
5.1.004	308	MAIL & TELECOMMUNICATIONS LISTINGS	US		US	O		E	X		
5.2.010	2624	EQUIPMENT MANUALS	LA		LA	O		P	X		
5.3	2970	PROCUREMENT CARD PURCHASES SUPPORTING DOCUMENTATION	FE+4		FE+4	O		P			
5.4.013	296	DISASTER PREPAREDNESS AND RECOVERY PLAN	US		US	O		O	X		PAPER, ELECTRONIC

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